

King County District Court

District Court Clerk

JOB DESCRIPTION & ANNOUNCEMENT

SALARY RANGE 40: From \$29,922.21 to \$37,981.18 DOQ

CLOSING DATE: Open Until Filled

(35 Hour Work Week)

DEFINITION:

This is a technical position which provides clerical support for the operation of the court. King County District Court Clerks work under the direction of the Division Director. Union membership is required within 30 days of employment, unless the employee exercises his or her rights pursuant to RCW 41.56.

DISTINGUISHING CHARACTERISTICS OF WORK:

The employee occupying the position of District Court Clerk shall learn all functions within a Division including: criminal, traffic, civil, small claims, domestic violence, name changes, anti-harassment, accounting and data entry. This position may be located in any one of the King County District Court courthouse locations.

This is a public service position that requires effective interaction with the public, both on the telephone and in person. This position requires knowledge of legal terminology, documents and procedures in addition to general clerical competence. District Court Clerks maintain court files, prepare warrants, subpoenas, calendars and enter all cases filed into the computer. District Court Clerks also record courtroom proceedings, and perform other clerical duties as required.

KNOWLEDGE AND ABILITIES:

Possess excellent human relations skills. Ability to maintain poise and composure under pressure and recognize this as a public service position.

Ability to effectively work in a culturally diverse environment.

Ability to work independently to plan, organize and coordinate assigned tasks to coincide with others in the division and/or department.

Ability to effectively communicate a wide variety of information relating to inquiries from the general public, attorneys, police and other agencies both orally and in writing.

Ability to process criminal, traffic, civil, small claims, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition.

Knowledge of accounting functions to process payments of court fines and bail. record and receipt payments according to established court procedures.

Ability to accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (DISCIS).

Ability to accurately schedule cases, notify necessary parties and prepare court calendars using approved forms.

Ability to effectively coordinate courtroom proceedings. Record all hearings, maintain court dockets, chart and maintain exhibits and process orders of the court. Maintain equipment, certifications and recordings of all proceedings.

Perform special projects and assignments as developed and required by supervisor(s).

MINIMUM QUALIFICATION:

A High School Diploma/GED and two years clerical experience.

Ability to operate microcomputers such as IBM PC and compatibles or menu drive computer systems, type 40 wpm and operate multi-line telephone.

Successfully pass the pre-employment keyboarding test.

SUPERVISION AND REPORTING RESPONSIBILITIES:

King County District Court Clerks are hired by the Division Director and work under the direction of the Director and/or their designee. Although the District Court Clerk has an immediate supervisor, the clerk is accountable to all Court Managers and Judges.

APPLICATION PROCESS:

If you are interested in a career as a King County District Court Clerk, please submit a cover letter, resume, [District Court Job Application Form](#), and three (3) professional references to:

Karen Tall
Director, Human Resources
King County District Court
516 Third Avenue, W-1034
Seattle, WA 98104

or by e-mail to:

Karen.Tall@metrokc.gov

Applicants for this position will be required to take a pre-employment keyboarding test.